



I. Purpose:

Due to the 2019 Novel Coronavirus (Covid-19) and in accordance with the governor's executive orders, Giggles and Scribbles Childcare Center had closed its doors on March 20, 2020. This document serves as a guide as we work towards providing children with a safe place to learn and play.

II. Building access:

Giggles & Scribbles Childcare Center is prided on its transparency and open-door policy; however, in an effort to minimize contact, our open-door policy is temporarily suspended. Access into the center will be limited to enrolled children, staff, and other authorized personnel only.

III. Staff:

A. Prior to the proposed opening date of July 01, 2020, staff will be trained on the new policies in an effort to keep everyone safe and healthy. Training will include, but is not limited to the following:

1. What is the 2019 Novel Coronavirus and how it is spread
2. Who is most susceptible to the virus
3. What we can do to help prevent the spread of the virus
4. Symptoms to look out for
5. The importance of observing physical distancing
6. Proper hand hygiene

B. All staff members will be required to wear face masks at all times while at the center.

C. Temperature checks will be done upon arrival and every 90 minutes thereafter. Any staff member with a temperature of 100.0 or higher will be asked to leave the premises immediately. No staff member will be permitted to work if sick or if they have had close contact with an individual who is suspected or confirmed of having COVID-19.

D. Staff will be required to sanitize hands prior to entering the center, and immediately washing hands for a minimum of 20 seconds after entering the center. Hand-washing must be observed between activities and as needed throughout the day.

E. Staff members will be responsible with assisting the director to ensure all new policies and procedures are being implemented.



IV. Children:

- A. Children aged 2 and above will be required to bring a face mask. Any child above the age of two who does not possess a mask will be denied entry into the center.
- B. Temperature checks will be done upon arrival and every 90 minutes thereafter. Any child with a temperature of 100.0 or higher upon arrival will not be accepted for the day. If a child develops a fever of 100.0 or higher throughout the day, they will immediately be isolated in the director's office and a parent or guardian will be called to pick up the child within an hour.
- C. Children will be required to sanitize hands prior to entering the center, and immediately washing hands for a minimum of 20 seconds after entering the center. Hand-washing must be observed between activities and as needed throughout the day.
- D. Parents are asked to send shoes with your child on the first day of the week that will remain at the center. Please bring your child in slippers or easy to slip on footwear and staff will change your child to their shoes once inside the center. Staff will change them back to their slippers upon departure. Shoes will be sent home at the end of the week.
- E. All blankets, pillows, and other sleep materials must be in a labeled bag.

V. Parents/Guardians:

- A. Parents shall update all emergency contact information.
- B. Parents shall call the center, email, or message the director to inform the center when a child is going to be absent. If a parent does not contact the center by 10am, a staff member will call to inquire about the status of the child.
- C. Parents will be informed of any precautions or procedural changes being made within the center.

VI. Pick-up & Drop-off:

- A. Parties dropping off students are asked to remain outside. Please call the center or message the group chat to alert staff that you are outside. A staff member will be out to assist you. This will undoubtedly make drop-off and pick-up times longer. Please plan accordingly.
- B. It is highly recommended that the same individual drops off and picks up daily.
- C. Upon drop-off a temperature check, health screening, and short verbal questionnaire will be given for each child. Questions will include:
 - Has your child or anyone in the household exhibited symptoms related to COVID-19 since the child has last been to the center?
 - Has your child or anyone in the household come into close contact with someone suspected or confirmed active case of COVID-19?



- Has your child been administered fever-reducing medications within the last 12 hours?

If the answer to any of the questions above is “yes,” the child will not be accepted until they can return symptom free with a healthcare provider’s clearance.

VII. Hand Hygiene

Proper hand hygiene will be observed upon arrival and routinely throughout the day. Staff will assist younger children in ensuring proper hand hygiene procedures are being followed.

VIII. Disinfecting Procedures

- A. Cleaning and disinfecting will be observed routinely throughout the day.
- B. Toys will be rotated out regularly so they may be properly cleaned and sanitized.
- C. Toys that are not easily cleaned and sanitized such as plush toys, rocking horses, etc. will be removed from the classrooms.
- D. Infant rockers will not be shared. One will be assigned and labeled for each infant for the week & will be machine washed at the end of the week or as needed.
- E. High traffic areas such as doors, light switches, and faucets will be wiped down hourly or as needed.
- F. Changing tables and other shared spaces shall be sanitized between each use.
- G. Playground equipment will be sanitized between group uses.
- H. Sleeping mats will be sanitized between uses.

IX. Meal and snack Times

- A. Meals and snacks will be served in the classrooms to prevent large group gatherings.
- B. Meal areas will be cleaned and sanitized prior and after students sit down for their meals.

X. Napping

Napping mats will be placed at minimum six feet apart from each other. Children will lay in alternating ways so that their heads are not facing in the same direction.

XI. Physical Distancing

- A. Two staff members (am shift and pm shift) will be assigned to each group. The same staff members will be with the same children daily.
- B. Lessons and activities will be designed to encourage physical distancing.
- C. Group sizes will be reduced to no greater than 12 people to help encourage physical distancing.



- D. Outdoor activities for older children will be increased to offer more space for movement.
 - E. No group shall combine or come into contact with each other for any reason.
 - F. Giggles and Scribbles has separate sections for each age group. The only shared space between groups is the outdoor play area, which will be sanitized between uses.
- XII. Procedures if in the event an individual in the center develops signs of COVID-19**
- A. The individual who presents signs or symptoms of COVID-19 will be immediately isolated until such time they may leave the center. The individual with symptoms should contact their health care provider.
 - B. Individuals will be required to inform the center promptly if suspected or diagnosed with having COVID-19. Failing to do so in a timely manner may result in termination of services or employment with the center.
 - C. Possible contaminated areas will be closed off immediately. CDC recommends not utilizing the space for 24 hours. A 24-hour period will be observed before a staff member sanitizes the suspected contaminated area. This is to also help protect our staff members from contracting the virus.
 - D. Staff and families will be notified of any exposure without releasing the identity or personal information of the person of interest.
 - E. Individuals who test positive for COVID-19 will not be accepted until they produce a negative testing AND are symptom free for a minimum of 14 days.
- XIII. Absenteeism**
- A. Any child or staff member absent for more than two days will require a doctor's excuse. We understand that many families are hesitant to bring their little ones to a clinic in the midst of current events; however, this is how we protect all children under our care and staff from possible communicable diseases in addition to COVID-19.
 - B. Should staff members need to be out for sickness, we may reduce attendance to ensure proper ratios and so we may adhere to all procedures.
- XIV. Traveling**
- A. **Any staff member or child known to have travelled recently is asked to remain at home for a minimum of a two-week quarantine period. No staff member or child will be accepted into the center if they are known to have travelled recently unless this two-week period is over and they remain symptom free.**
 - B. **If during their two-week self-quarantine period, the individual develops symptoms of COVID-19, we ask that they receive clearance from a health care provider before returning to the center.**